Agenda

October 25, 2016
10:30 am – 12:30 pm

CALTRANS
1120 N Street
Division of Budgets
Room 3555
Sacramento, CA 95814

Contact: Romy Dioquino
(916) 654-5647

Telephone Number: (712) 432-1438
Participant Access Code: 932832#

Meeting called by: Muhaned Aljabiry
Facilitator: Abhijit Bagde
Recorder: Marcus Tucker

Agenda Topics

Item	Description	Time	Presenter
1	Agenda	10:30	Abhijit Bagde
2	Ground Rules	10:35	Abhijit Bagde
3	Approval of 07/19/2016 Meeting Minutes	10:40	Abhijit Bagde
4	Announcements and Updates: 1. Staffing Update – CT/FHWA/FTA/MPOs 2. Annual List of Obligated Projects for FFY 2015/16 3. Active Transportation Program – Draft Cycle 3 Project List (http://www.dot.ca.gov/hq/LocalPrograms/atp/index.html) 4. Financial Summary Template for Amendments to 2017 FTIP (http://www.dot.ca.gov/hq/transprog/federal/fedfiles/res_publications/2017-amend-temp-mpo.xlsx) 5. Apportionments – Lilibeth Green 6. Webinar - Innovative Public Involvement approach used for the North Carolina DOT's STIP	10:45	Caltrans, FHWA, FTA and MPOs
5	Follow-Up Items from last Meeting: 1. 2016 Earmark Repurposing: Email fund type for programming and Local Assistance weblink where project list is posted (Information was emailed to the group on 07/27/2016) 2. Email weblink for CTIPS Reports (Information was emailed to the group on 07/27/2016) 3. Establish CFPG Task Force to explore alternatives to access detailed listings the for grouped projects (See Item No. 7 below)	10:55	Abhijit Bagde
6	2017 FSTIP Development:	11:00	Muhaned Aljabiry

	1. Update http://www.dot.ca.gov/hq/transprog/federal/fedfiles/2017_workshop/v_ftipsubmt/1_chcklst_guide/attach3.pdf 2. FSTIP Public Participation – Lima Huy		
7	Grouped Projects and Accessibility of Detailed Listing – Task Force Update (Attachment No. 1)	11:15	Muhaned Aljabiry
8	Addressing comments received during public review of FTIP amendments	11:35	Lima Huy
9	CTIPS access to District FTIP Coordinators for making projects changes for FTIP	11:45	Dennis Jacobs
10	Federal Programming Road Show at Caltrans Districts	11:55	Dennis Jacobs
11	1. Follow-Up Items 2. Open Forum 3. Future Agenda Items	12:05	All
12	**Future meeting dates and locations:** • December 13, 2016 MTC San Francisco (10:30 am – 12:30 pm)	12:10	All

California Federal Programming Group (CFPG)

Minutes for: October 25, 2016

1. **Agenda:**

   Abhijit Bagde (Caltrans Division of Programming): The agenda and handouts were sent out last week. No changes requested.

2. **Ground Rules:**
   - Since there are phone participants, everyone who speaks should state his/her name and agency.
   - Keep comments as brief as possible.
   - Stick to the current agenda item. Additional items not in the agenda will be added to the end and will be discussed if time permits.
   - Turn off cell phones and limit interruptions.
   - This is a forum to hear everyone's concerns, comments and suggestions. Please make sure your voice is heard.
   - Facilitator to ask before moving on to the next item if anyone on the phone has any additional comments on the item, then pause for a few seconds.
   - Respond to follow-up items and meeting notices by the deadlines.
   - Except for follow-up items, the minutes will include discussions that take place during the meeting only. If you do not want what you say during the meeting included in the minutes, state "off the record."
   - **When not speaking, phone participants to keep their phones on mute if possible.**
   - **Do not place conference call on hold. Please hang up and redial if you must take another call.**
   - Meeting minutes to be distributed to the group with 10 days after the meeting.
   - Any outstanding follow-up items not addressed/completed by the third meeting (from the meeting of initiation) will be removed from the agenda.

   The items in bold were emphasized by Abhijit.

3. **Minutes of the Last Meeting:**

   Abhijit Bagde: The final minutes of the July 19, 2016 meeting were provided via email prior to the meeting. No comments – minutes were approved.

4. **Announcements and Updates:**

   1. *Staffing Update*

      Abhijit Bagde (Caltrans): No staffing updates for Caltrans.

      Jack Lord (FHWA): Announced that he will be leaving the California Division and moving to Colorado as part of the Resource Center's Planning and Freight Technical Services Team. His last day is November 10, 2016.

      Ted Matley (FTA): No staffing updates.

      Adam Crenshaw (MTC): Introduced Karl Andersen to the group and stated that he would be working in programming and allocations.

      Jose Luis Caceres (SACOG): Renée Devere-Oki has transitioned from program and project delivery to the Rural Urban Connection Study. SACOG is hiring for an Analyst I/II position in programming.

   2. *Annual List of Obligated Projects for FFY 2015/16*

Abhijit Bagde (Caltrans): Listings are nearly complete, and will be sent to the MPO's shortly.

3. *Active Transportation Program – Draft Cycle 3 Project List*

   Abhijit Bagde: Projects will be listed on Caltrans CTC's website on October 28, 2016. ATP project manager will provide an update during the December CFPG meeting.

   http://www.catc.ca.gov/programs/ATP/2017/ATP_102816/2017_ATP_Statewide_Small_Urban_Rural_Combined.pdf

4. *Financial Summary Template for Amendments to 2017 FTIP*

   Abhijit Bagde: A link to the updated financial summary template for amendments to the 2017 FTIP has been sent to the MPOs.

5. *Apportionments – Lilibeth Green*

   Lilibeth Green (Caltrans): Announced that the final FFY 2015/16 apportionments for CMAQ and RSTP have been posted on the website. An email with the link was sent to the MPOs.

6. *Webinar - Innovative Public Involvement approach used for the North Carolina DOT's STIP*

   Abhijit Bagde: On November 9, 2016 there will be a webinar between 10:00 and 2:45pm to talk about their innovative public involvement approach for the North Carolina STIP development process.

5. Follow-up Items from Last Meeting

Abhijit Bagde:

1. 2016 Earmark Repurposing: Email fund type for programming and Local Assistance weblink where project list is posted (Information was emailed to the group on 07/27/2016)

   Tashia Clemmons (FWHA): Announced that the transfer process is still ongoing. An update will be provided as soon as it is complete.

2. Email weblink for CTIPS Reports (information was emailed to the group on 07/27/2016).
3. Establish CFPG Task Force to explore alternatives to access detailed listings for the grouped projects (see Item No. 7 below).

6. 2017 FSTIP Development

1. Update:

   Abhijit Bagde: Thanked all MPOs for providing their final FTIPs and inputting the data in CTIPs by the due date. Currently the Draft FSTIP is out for public review from October 10 through October 31. Final FSTIP will be approved by Caltrans and submitted to FHWA and EPA on November 16. Federal approval will occur on December 16.

2. FSTIP Public Participation Plan:

   Lima Huy (Caltrans): Announced that in accordance with the Public Participation Plan the FSTIP is posted on the Caltrans website as well as MPO websites and is also available at the State Library and Caltrans Districts (statewide).

7. Grouped Projects and Accessibility of Detailed Listing—Task Force Update

Abhijit Bagde: A taskforce of Caltrans programming, MPOs, FHWA and FTA discussed grouped listing accessibility and identified alternatives to present to the CFPG. Detailed instructions on the proposal will be presented to the CFPG soon. Instructions will be provided in time for the new

FSTIP cycle.

Lima Huy: Inquired if the physical backup list will still be a requirement as part of amendment submittals or if a hyperlink to the MPO website will replace this requirement?

Abhijit Bagde: Physical backup listing will no longer be a requirement only a link to the MPO backup listing will be required.

Cindy Simeroth (District 5 Caltrans): Asked how Caltrans would be certain the link was to the most recent amendment.

Abhijit Bagde: Clarified that there would be a date on the backup listing.

Jose Luis Caceres: Indicated that MPOs should receive an official guidance highlighting State and Federal approval regarding this new procedure.

Abhijit Bagde: This will be discussed with the Task Force and CFPG will be informed at the next CFPG meeting in December.

Jose Luis Caceres: Asked if including hard copies would no longer be acceptable?

Abhijit Bagde: Including hard copies will still be accepted in addition to the MPO link.

Jose Luis Caceres: Emphasized the importance of a formal policy that has received state and federal approval.

Abhijit Bagde: Logistics of this procedure will be developed as this process unfolds.

Cindy Simeroth: Mentioned that Caltrans only accepts hard copies. Links by alone would not be accepted by the Division of Budgets.

Abhijit Bagde: Stated that each District will be able to modify the process. Individual discussions can be arranged between the Districts and Caltrans HQ.

Lima Huy: Hard copies are more useful and only having access to a link would less efficient.

Abhijit Bagde: Clarified that the minimum requirement will be a workable link and that MPO may choose to submit both.

8. Addressing comments received during public review of FTIP amendments

Lima Huy: Reminded MPOs that when any comment results in a change to the amendment, such comments and MPO response need to be included with the amendment transmittal to Caltrans.

9. CTIPS Access to District FTIP Coordinators for making changes for FTIP

Dennis Jacobs (Caltrans): Brought the idea of allowing District FTIP coordinators access to MPO CTIPS accounts and make draft changes for any/all state managed projects/programs. This would be agreement between the MPO and their District.

Abhijit Bagde: Allowing District access to the MPO's FTIP in CTIPS is entirely between the MPO and their respective districts to organize.

Jose Luis Caceres: Indicated that SACOG has a similar system and has been very beneficial to the agency.

Rambabu Bavirisetty (Caltrans): CTIPS update has been a success. The update was released on July 18, 2016. Positive feedback has been received regarding web based accessibility and the improved printing functions.

10. Federal Programming Roadshow at Caltrans Districts

Dennis Jacobs: Caltrans District roadshows have concluded. The roadshows began last June and has been a great success. Dennis thanked everyone for their participation and indicated that he would like to see another round of roadshows in the future.

11.

1. Follow-Up Items
    1. **Grouped Projects and Accessibility of Detailed Listing**: Take the comments received on the proposal to the taskforce, and explore possibility of official guidance from Caltrans, FHWA and FTA. Provide an update at the December CFPG meeting.
    2. Email link to CMAQ and RSTP apportionments to CFPG.
    3. Provide an update to CFPG on repurposing earmarks when information is received from FHWA.
    4. Email annual obligated project list for FFY 15/16 from FHWA to the CFPG when available.
2. Open Forum
    1. **Lima Huy:** Highlighted that CMAQ Annual Report is coming up and reminded the MPOs to start looking at CMAQ data. This year we will need to look at the logistics of entering data.
    2. **Dennis Jacobs:** Indicated that MTC was able to upload data more efficiently and stated that this method could be made available to the CFPG in the future.
    3. **Abhijit Bagde:** Announced that the MTC strategy would be discussed as an agenda item during the next CFPG meeting in December.
    4. **Dennis Jacobs:** Stated that it would be beneficial to have someone from UPACS present during a future CFPG meeting.
    5. **Lima Huy:** Announced that if there are questions regarding the reporting, to submit them in advance to the next CFPG meeting. Questions can be sent to Abhijit Bagde (Abhijit.bagde@dot.ca.gov).
3. Future Agenda Items
    1. **Abhijit Bagde:** Announced that if there are any requests to have a speaker from Caltrans or FHWA during a future CFPG meeting to contact Abhijit well in advance of the next meeting.
    2. **Cecilia Crenshaw** (FHWA): Introduced Tashia Clemmons, Director from Federal Highways Program Development Unit.
    3. **Tashia Clemmons** (FHWA): Stated that she is looking forward to working with the group.

12. Future meeting dates and locations:

a. December 13, 2016 MTC San Francisco (10:30am – 12:30pm)

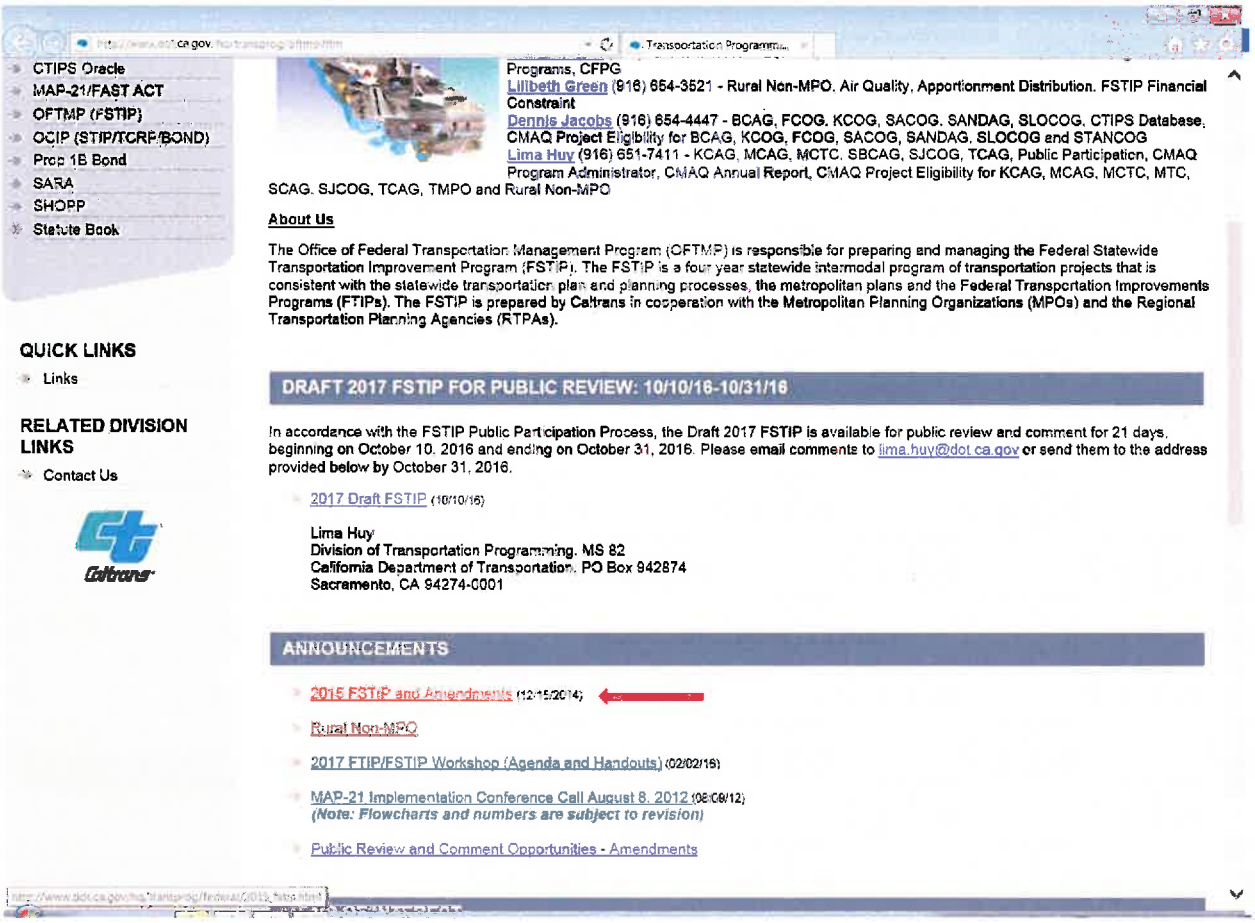
Handout No 1: Item No. 7: Grouped Projects

How to access Grouped Projects – Detail Listings posted on MPO's website from Caltrans Federal Programming's Website

Step 1

[Caltrans Federal programming Website](http://www.dot.ca.gov/hq/transprog/oftmp.htm)

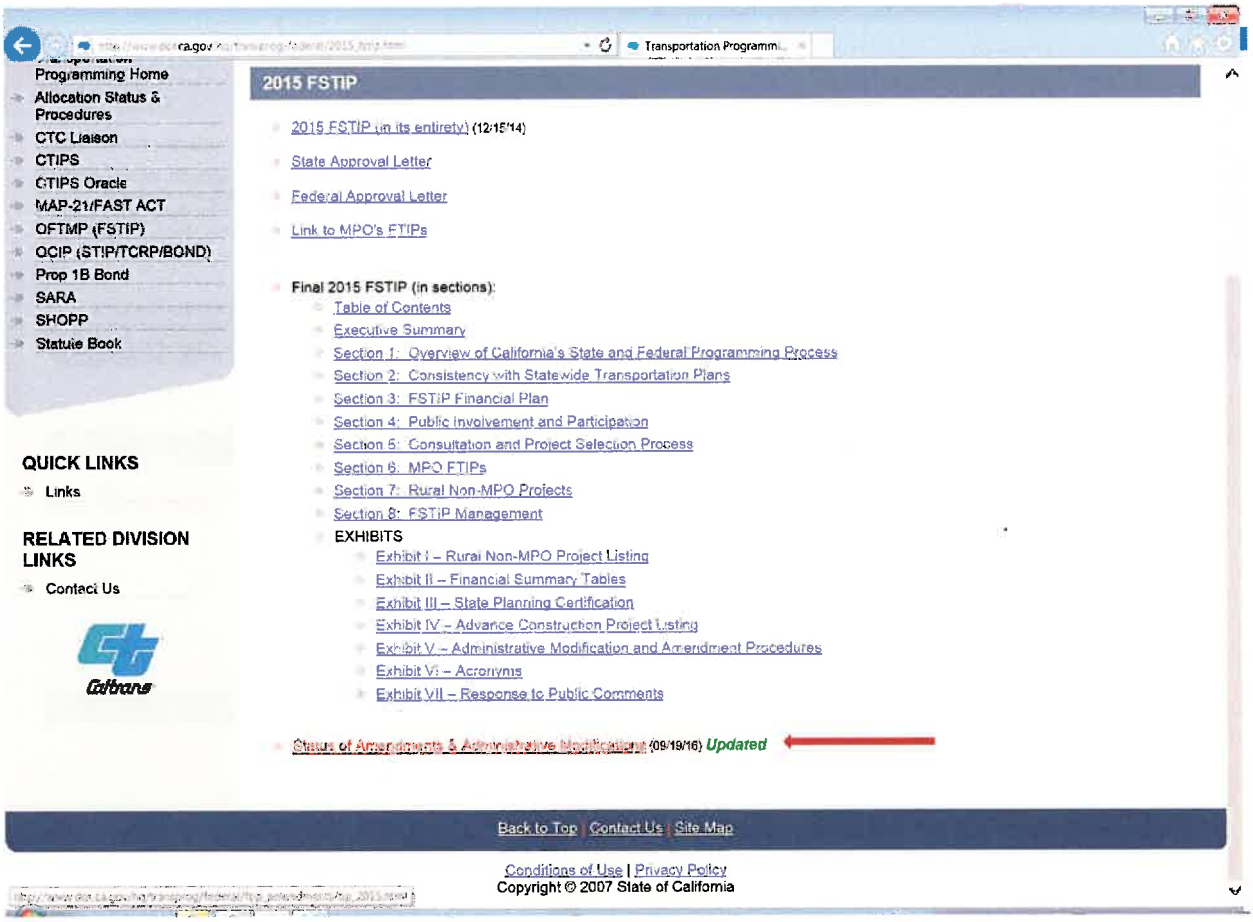
http://www.dot.ca.gov/hq/transprog/oftmp.htm



Step 2

Caltrans Federal programming Website

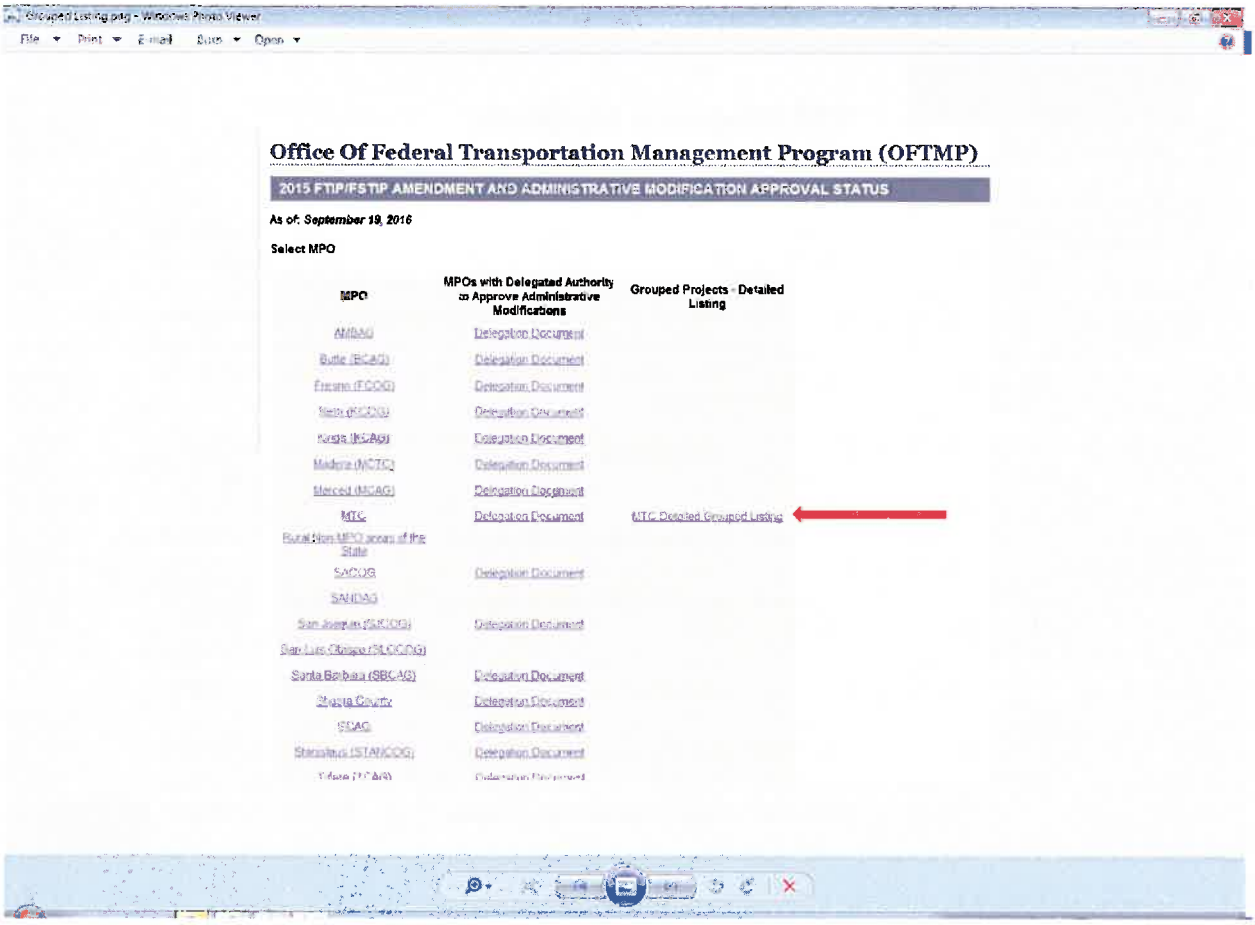
http://www.dot.ca.gov/hq/transprog/federal/2015_fstip.html



Step 3

Caltrans Federal programming Website

http://www.dot.ca.gov/hq/transprog/federal/ftip_amendments/tip_2015.html



Office Of Federal Transportation Management Program (OFTMP)

2015 FTIP/FSTIP AMENDMENT AND ADMINISTRATIVE MODIFICATION APPROVAL STATUS

As of: *September 19, 2016*

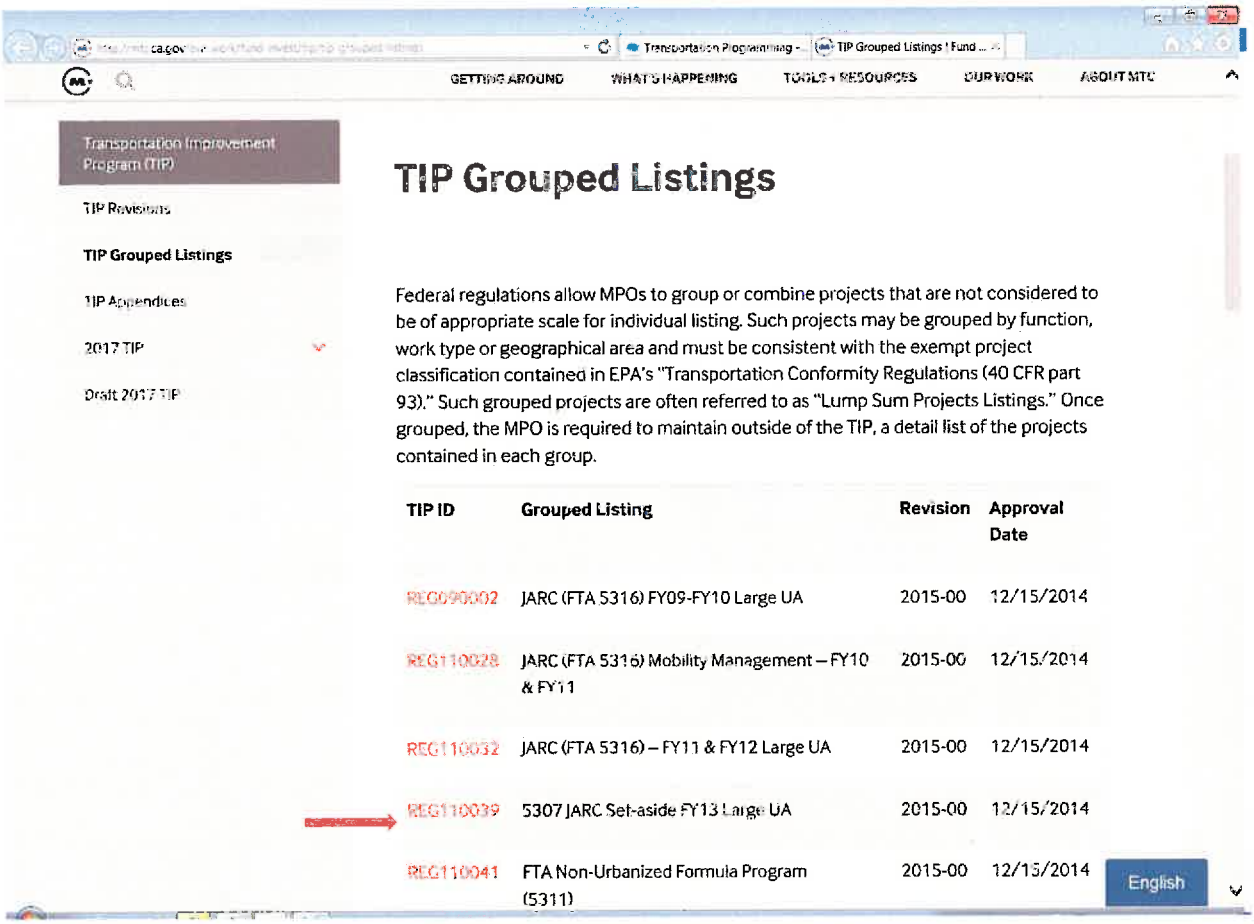
Select MPO

MPO	MPOs with Delegated Authority to Approve Administrative Modifications	Grouped Projects - Detailed Listing
AMBAG	Delegation Document	
Butte (BCAG)	Delegation Document	
Fresno (FCOG)	Delegation Document	
Kings (KCAG)	Delegation Document	
Madera (MCTC)	Delegation Document	
Merced (MCAG)	Delegation Document	
MTC	Delegation Document	MTC Detailed Grouped Listing
Rural Non-MPO areas of the State		
SACOG	Delegation Document	
SANDAG		
San Joaquin (SJCOG)	Delegation Document	
San Luis Obispo (SLOCOG)		
Santa Barbara (SBCAG)	Delegation Document	
Shasta County	Delegation Document	
SCAG	Delegation Document	
Stanislaus (STANCOG)	Delegation Document	
Tulare (TCAG)	Delegation Document	

Step 4

List of Grouped projects posted at MPO's Website

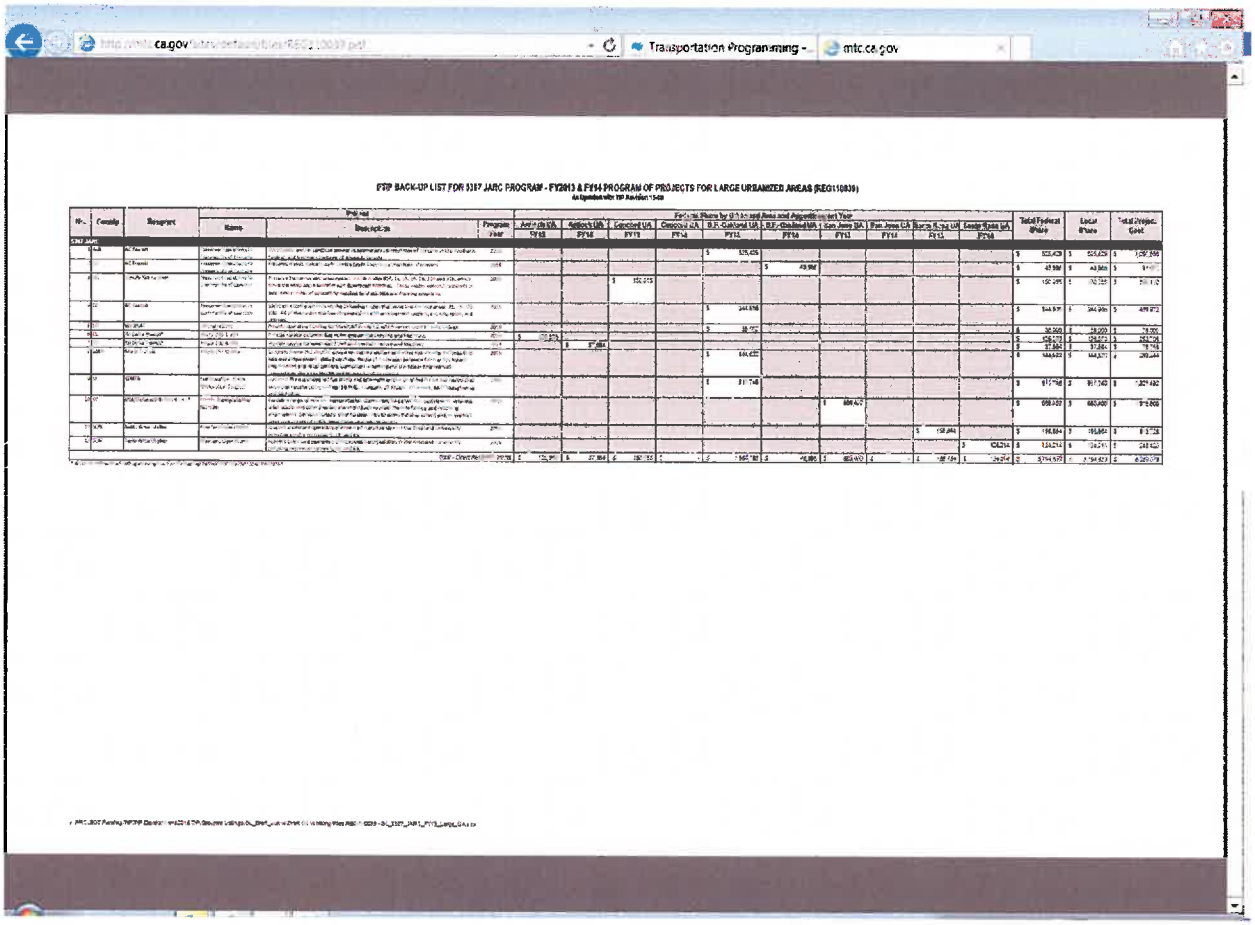
http://mtc.ca.gov/our-work/fund-invest/tip/tip-grouped-listings



Step 5

Detailed Listings for a Grouped Project

http://mtc.ca.gov/sites/default/files/REG110039.pdf



Handout No 2: Item No. 8-2: CMAQ Projects Upload In UPACS

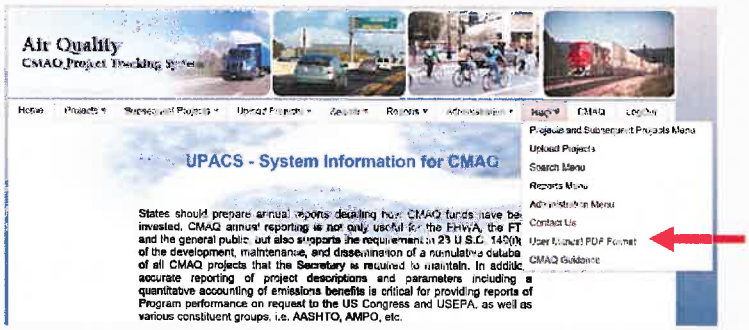
Uploading Projects in UPACS-CMAQ

Adam Crenshaw
Metropolitan Transportation Commission

California Federal Programming Group

December 13, 2016

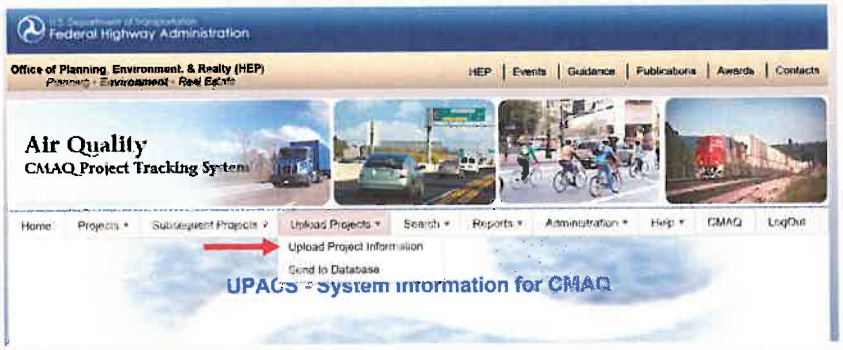
Access the UPACS-CMAQ User Manual



- **User Manual includes procedures for uploading XML files as well as detailed requirements for formatting the data**

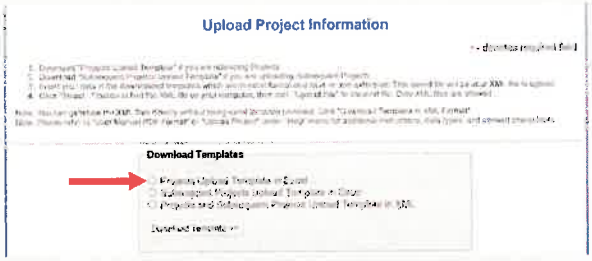
Uploading Projects in UPACS-CMAQ

Access the UPACS-CMAQ XML File Upload Page



Uploading Projects in UPACS-CMAQ

Download the XML File Templates



- Information for new CMAQ projects should be entered in the "Projects Upload" template
- Information for existing CMAQ projects should be entered in the "Subsequent Projects Upload" template

Uploading Projects in UPACS-CMAQ

Input Data in the Projects Upload Template

- **Open template as an XML table using Microsoft Excel**
- **User Manual describes requirements for data**
  - Data types for each column/field (e.g. text, numbers, true/false)
    - For true/false fields, make sure the cell format number category is set to "General" and not "Text"
  - Character and digit limits
  - Do not use "&" or "<" characters in your data
- **Save as a .xml file type**

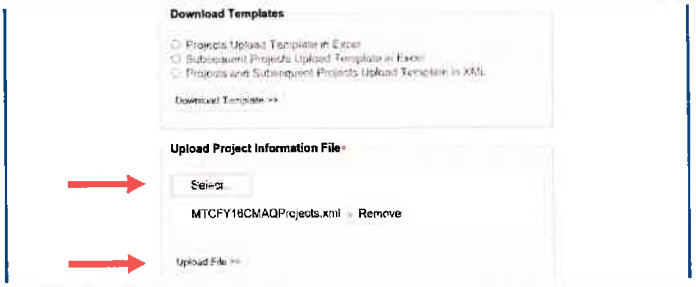
Uploading Projects in UPACS-CMAQ

Input Data in the Subsequent Projects Upload Template

- **Similar to entering data for the Projects Upload Template**
- **CMAQ Project IDs for subsequent projects can be found through Project Searches or Reports**
- **Need less data for Subsequent Projects as most is already included in the database**
- **Only enter incremental changes for emissions benefit data**

Uploading Projects in UPACS-CMAQ

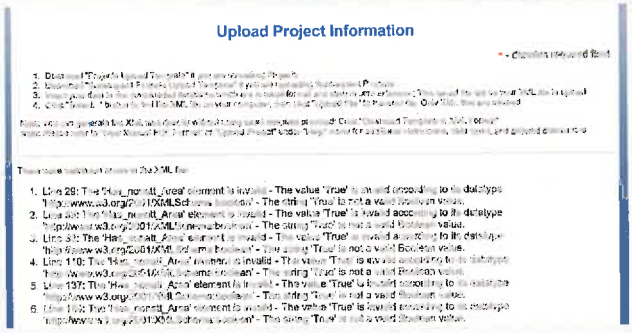
Upload the Saved .xml Files



- Click the "Select" button and select the file(s) saved on your computer
- Click the "Upload Files" button

Uploading Projects in UPACS-CMAQ

XML File Validation Check



- If there are errors in the data, such as incorrect data types, the upload will fail and the system will return details of the errors

Handout No 3: Item No. 9: FTA 5310 Program Call for Projects

FTA Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities
Federal Fiscal Years 2015, 2016 and 2017

PROGRAM FACT SHEET AND TIMELINE

Program Purpose:

Provide capital and operating assistance grants for projects that meet the transportation needs of seniors and individuals with disabilities: where public mass transportation services are otherwise unavailable, insufficient or inappropriate; that exceed the requirements of the ADA; that improve access to fixed-route service; that provide alternatives to public transportation.

Funds Available FFY 2015 – 2017

- Approximately $28 million in Federal funds for Large UZAs; and $20 million for Small Urban and Rural.
- Projects are funded 100% with Federal funds upon FTA approval of Transportation Development Credits (Toll Credits)
- FTA mandates that at least 55% of funding is used for vehicle and other equipment projects.
- FTA mandates that no more than 45% of funding be used for Operating Assistance and Mobility Management projects.

NEW this grant cycle: Electronic Grants Management System (EGM). All projects will be administered online from application to project closeout. Less paper, more efficiency! EGM training will be in January 2017.

Eligible Applicants:

* Private non-profit corporations; (Vehicles, Other Equipment, Mobility Management and Operating Assistance);
* Public agencies where no private non-profits are readily available to provide the proposed service (Vehicles and Other Equipment);
* Public agencies that have been approved by the State to coordinate services (Vehicles and Other Equipment);
* Public agencies (Operating Assistance and Mobility Management);
* An Operator of Public Transportation that receives a Section 5310 grant indirectly through a recipient (Operating Assistance and Mobility Management).

Eligible Equipment:

* Accessible vans and buses;
* Mobile radios and communication equipment;
* Computer hardware and software

Vehicle Replacement Eligibility:

Vehicle(s) must be in active service. Active service is defined as a vehicle providing service throughout the agency's normal days and hours of operation. A replacement bus(s) or van must meet or exceed useful life at the time of application.

Service Expansion Eligibility: Applicants must be able to document that the proposed transportation service will provide:

* Services to additional persons; or
* Expand the service area or hours; or
* Increase the number and/or frequency of trips.

Eligible Mobility Management Activities: Include, but are not limited to:

* Planning, development, implementation of coordinated transportation services;
* Travel training/trip planning.

Eligible Operating Activities: Include, but are not limited to:

* Expansion of hours/service of paratransit service beyond the requirements of ADA;
* Enhancement of services (same day; etc.)
* New or expansion of Volunteer Driver Programs.

Funding Selection Process:

1. The Regional Transportation Planning Agency (RTPA) scores the applications using established evaluation criteria and completes a prioritized list for their region.
2. The State Review Committee reviews the RTPA scores, and compiles a statewide-prioritized list of projects based on available funding.
3. The California Transportation Commission (CTC) holds a public hearing to review and adopt the final list of small urban and rural projects.
4. Caltrans submits approved projects to the FTA.

Program Requirements: Once approved by FTA, successful applicants enter into a Standard Agreement with Caltrans. The agreement remains in effect until the project's useful life; or, for mobility management or operating assistance projects, the Standard Agreement duration. Grantees are responsible for the proper use, operating costs, and maintenance of all project equipment. Grantees must be prepared to comply with the requirements of Caltrans, the Department of Motor Vehicles, and the regulations of the California Highway Patrol.

PROGRAM NOTE:

FTA Section 5310 vehicles are purchased by Caltrans using a State procurement process. Upon Caltrans approval, public agencies may follow their own local procurement process. However, the grantee must comply with state and federal procurement procedures when purchasing with local funds. Upon project completion, the grantee requests reimbursement from Caltrans for the Federal Share.

5310 PROGRAM TIMELINE

November 2016
- RTPA/MPO Training scheduled for Redding, Sacramento, Riverside
- Begin Schedule for Public Hearings (Public Transit Only)

January 9, 2017
- Call for Projects
- Grant Application Workshops

January 9-13, 2017
- EGM Training for Agencies/RTPAs and Application Workshops (Workshops scheduled for Redding, Sacramento, Oakland, Visalia, San Bernardino/Riverside area). See 2017 Applicant Workshop Flyer at: http://dot.ca.gov/hq/MassTrans/5310.html

March 1, 2017
- Applications are closed on EGM for any additional entry. System locks applications at 5 PM on March 1. Before EGM closes RTPAs certify to Caltrans that all projects are included in their respective Coordinated Plans.
- The RTPAs score the vehicles and equipment applications. SRC verifies the RTPAs' scores on the vehicle and equipment project applications. SRC scores the Operating Assistance and Mobility Management applications.
- Complete Public Hearings (must be completed by April 3, 2017)

April 3, 2017
- RTPAs verify regional prioritized lists on EGM to be submitted to FTA by Caltrans.
- Grace period for completing Public Hearings ends.

April 2017
- Regional scores are merged into a statewide-prioritized list of projects.

May 2017
- Submit draft list to CTC for book item at the upcoming CTC meeting
- CTC distributes public draft Program of Projects (POP)

June 2017
- CTC conducts staff level conference for the SRC to hear any filed appeals
- CTC conducts public hearing to adopt final POP
- Final POP distributed publicly
- Projects are programmed in the FTIP prior to Submittal of Grant to FTA. Rural will be programmed by Caltrans into the FTIP

August 2017
- Schedule Successful Applicant Workshops, verify new agency information
- After verification that all projects have been programmed, approved POP submitted to FTA for funding approval
- After FTA's final approval, Standard Agreement process initiated
- Procurement process begins.

For additional information call our toll free number (1.888.472.6816) or visit our website at: http://www.dot.ca.gov/hq/MassTrans/5310.html